

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P.O. Box 942850
Sacramento, CA 94250-5878

DATE: November 27, 2002

PERSONNEL LETTER # 02-029
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: RALPH ZENTNER, Assistant Chief
Personnel/Payroll Services Division

RE: **EMPLOYEE RETIREMENT CHANGE FOR SAFETY MEMBERS IN BARGAINING UNITS 01 AND 03**

This Personnel Letter provides information concerning employee retirement changes previously announced in Personnel Letter # 02-008 dated April 11, 2002.

Effective December 1, 2002, the employee retirement rate for Safety members in Bargaining Units 01 and 03 will be reduced from 1% of compensation per month to 0%. This rate will be effective through June 2003. New retirement account codes will not be needed.

PROCESSING

The Controller's Office will process an Employment History mass update on December 2, 2002 to post 505 transactions effective December 1, 2002. Turnaround PARS will be issued from the update.

Employees with appointment or separation expiration dates prior to December 1, 2002 will not be included in the mass update. Therefore, agencies must determine if the employees are to be re-appointed or separated and key enter the appropriate transaction. If re-appointed, key a 505 transaction effective December 1, 2002 that reflects the correct account code.

The Controller's Office will post 505 transactions to the Employment History Data Base based on transactions processed prior to the mass update. If an employee's most current transaction reflects an effective date equal to or less than December 1, 2002, the 505 transaction will be posted by the mass update process. If an employee's most recent transaction is effective after December 1, 2002, the 505 transaction will be manually posted by the Controller's Office beginning December 3, 2002. Also, subsequent transactions will be corrected as needed. Agencies are responsible for updating the Employment History Data Base with the correct retirement account code information for transactions keyed after the December 2 mass update. Failure to do so could result in erroneous employee retirement contributions.

CONTACTS

If you have any questions concerning this letter, please contact Sandy Westlake at (916) 324-9008 or by email at swestlake@sco.ca.gov. For PAR documentation, contact the Personnel Liaison Unit at (916) 322-6500. Revisions to the Payroll Procedures Manual and the Personnel Action Manual are forthcoming.

RZ:SW/PMAB